

**Office Memorandum**

Ref. No.: CBL/HO/ICCD/2018/120

Date: January 23, 2018

**Proposal for Nomination of Convener of CBL Committee on Morale, Ethics and Integrity**

As part of effort to combat corruption, promote integrity and establish good governance in the country, the government of Bangladesh develop National Integrity Strategy for the country. Bangladesh Bank instructed all banks and financial institutions vide its letter no. HR-1(O&D)Focal-1/2013-2 dated 10-10-2013 to form an integrity committee, focal point and work plan for implementation of national integrity strategy in the bank in line with National Integrity Strategy (NIS) of Bangladesh. Accordingly, The City Bank Ltd. formed a "Committee on Morale, Ethics and Integrity" and set Terms of Reference (ToR), approved by Management in November 2013. The implementation work plan and ToR of the committee was ratified in the 473<sup>rd</sup> Meeting of the Board of Directors. In August 2016, the composition of the committee was revised for more diverse and effective functionality of the committee. Later, Bangladesh Bank advised all banks vide its letter no. BRPD(Taskforce)/613/14/2017-1723 dated 23-03-2017 to appoint Focal Point with designation equivalent or not below to Senior Executive Vice President (SEVP) of the bank. Accordingly, the responsibility of the NIS coordination activities of Focal Point was transferred from Head of Risk Management Division (or Representative) to Head of ICC in July 2017 to conduct the activities of CBL Committee on Morale, Ethics and Integrity with Bangladesh Bank more efficiently.

In the meantime, the position of the Convener became vacant after resignation & release of the previous Convener Mr. Faruq M. Ahmed, former AMD, CRO & CAMLCO. In this situation, for strengthening effective committee operation, we recommend the following revision in the composition of the CBL Committee on Morale, Ethics and Integrity:


Sl.	Proposed Convener and Members of the Committee	Status in the Committee	Change Recommendation
1	Deputy Managing Director, MD's Special Project & Chief Anti Money Laundering Compliance Officer	Convener	<b>New recommendation</b>
2	Head of Internal Control & Compliance	Member Secretary and Focal Point	Same as earlier
3	Chief Information Officer (or Representative)	Member	Same as earlier
4	Head of Branches (or Representative)	Member	Same as earlier
5	Head of Legal (or Representative)	Member	Same as earlier
6	Head of Risk Management (or Representative)	Member	Same as earlier
7	Head of Brand (or Representative)	Member	Same as earlier
8	Head of Service Delivery (or Representative)	Member	Same as earlier
9	Head of Human Resources (or Representative)	Member	Same as earlier

The activities of the committee shall be governed by the Terms of Reference (ToR) of CBL Committee on Morale, Ethics and Integrity.

Based on the above, we recommend for approval of the amendment in CBL Committee on Morale, Ethics and Integrity.




**Proposed by:**



29.1.18

Md. Nazmul Arif Khan  
Deputy Managing Director & Head of ICC  
Member Secretary and Focal Point of  
Committee on Morale, Ethics and Integrity

**Acknowledged by:**



29/1/18

Md. Abdul Wadud  
Deputy Managing Director, MD's Special Project  
& Chief Anti Money Laundering Compliance Officer  
Convener (Proposed) of  
Committee on Morale, Ethics and Integrity

**Approved by:**



Sohail Reza Khaled Hussain  
Managing Director & Chief Executive Officer

**Enclosure:**

1. Bangladesh Bank letter no. HR-1(O&D)Focal-1/2013-2 dated 10-10-2013
2. Bangladesh Bank letter no. BRPD(Taskforce)/613/14/2017-1723 dated 23-03-2017
3. CBL Office Note no. CBL/RMD/2016/61 dated 23-08-2016 regarding Proposal for amendment in CBL Committee on Morale, Ethics and Integrity.
4. CBL Office Note no. CBL/RMD/2017/36 dated 24-07-2017 regarding Proposal for amendment of the focal point of CBL Committee on Morale, Ethics and Integrity.